



FOOD AND AGRICULTURE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FOOD AND AGRICULTURE, DEPARTMENT OF	RELEASE DATE:	Thursday, July 12, 2007
POSITION TITLE:	Chief Counsel, CEA 4	FINAL FILING DATE:	Wednesday, July 25, 2007
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,721.00 - \$12,941.00 / Month	BULLETIN ID:	07122007_4

POSITION DESCRIPTION

The General Counsel serves as the special legal advisor to the Secretariat of the California Department of Food and Agriculture (CDFA), providing advice on the most complex legal matters requiring the highest degree of skill, expertise, and political acumen, such as the marketing of agricultural commodities at the international level. The General Counsel provides oversight to the Legal Office, providing guidance where necessary, and personally handles the most politically sensitive and complex issues. Responsibilities include, but are not limited to: • Provides legal and policy consultation to the Secretariat on all executive-level decisions affecting the operations, structure, policies, budgets, and procedures of the CDFA, with a special emphasis on the requirements and regulations governing the buying and selling of agricultural commodities at the international level. • Interprets, advises, and makes recommendations to the Secretariat regarding statutes, administrative rules and regulations, and proposed legislation; provides legal opinions and advice to ensure legality and appropriateness of policies, programs, and procedures; advises on changes necessitated by state and federal legislation or by court decisions; analyzes legal principles and precedents, and advises on the resulting impact to goals and operations. • Serves as the Secretariat's liaison to the highest levels of state and federal government regarding the most complex issues of the highest sensitivity and political consequences, including but not limited to: legislation, litigation, and administrative disputes. Represents the Secretariat in sensitive negotiations, such as with foreign countries, requiring the formulation of complex legal solutions. • Oversees the activities of the Legal Office staff providing input and direction when necessary.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

SPECIAL REQUIREMENTS

Membership in the State Bar of California.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience

which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Expert knowledge of and experience with:

- Membership in the State Bar of California. (Applicants must have active membership in the State Bar of California before they will be eligible for appointment).
- Broad and extensive (more than five years) experience in the practice of law.
- Areas of law related to agriculture, marketing, licensing, regulations, government operations and contracting.
- Constitutional and administrative law, and commercial transactions, and enforcement and due process.
- Conflict of interest laws and procedures.
- Establishing and maintaining professional relationships with a variety of individuals inside and outside of State service.
- Latest innovations in employee motivation including principles and practices of employee supervision, development and training, performance measures.
- Principles of administrative organization.
- Program management, planning, and evaluation.
- Principles and modern methods of public and business administration, including management and supportive staff services such as personnel, management analysis, planning, program evaluation or related areas.
- Resource development.
- Risk assessment.
- Information technology.
- The strategic planning process.
- Governmental functions and organization at the State and local level.

Ability to:

- Draft and review legislation dealing with a wide variety of problems affecting the Department and its boards.
- Advise on the constitutionality and legal practicality of difficult and complex legislation.
- Meet with legislators and appear before legislative committees.
- Work effectively with industry representatives, a variety of outside agencies, the Office of the Attorney General, and private counsel.
- Assume innovative leadership in formulating, promoting, and directing a statewide program.
- Develop well-informed policies and procedures and evaluate program effectiveness.
- Develop long-range plans to achieve objectives which are both aggressive and realistic.
- Utilize inter-disciplinary teams effectively in the conduct of studies.
- Sponsor and facilitate collaborative planning processes.
- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex managerial issues.
- Coach/mentor staff to achieve goals.
- Communicate with and understand the needs of internal and external clients.
- Prepare complex reports and correspondence.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Counsel, CEA 4**, with the **FOOD AND AGRICULTURE, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination will consist of an application screening process by a departmental evaluation committee. Interviews may be conducted for those selected by the evaluation committee. Applicants will be screened on the basis of background and good management potential as well as the following:

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

FOOD AND AGRICULTURE, DEPARTMENT OF, Human Resources Branch/Examination Unit
1220 N Street, Room 242, Sacramento, CA 95814
Aileen Grizard | 916-654-9633 | agrizard@cdfa.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FOOD AND AGRICULTURE, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>